

**Delta Township District Library**  
**Board Meeting Minutes**  
**April 6, 2004**

Next meeting: May 4, 2004, 7:00 p.m. Delta Township Library

**I. Call to order** at 7:00 p.m.

**II. Roll Call:**

Trustees Present: Michael Moore, Judy Mulvaney, Richard Milliman, Marie Papciak, Susan Steiner Bolhouse, and Colleen Weinfeld.

Trustees Absent: None

Guests Present: Cherry Hamrick, Library Director; Mary Rzepczynski, Public Service Librarian; Pat Gorski and Jane Scandary, Friends of the Delta Township District Library, and Sandy Parrish of Monaghan Associates, Inc.

**III. Adoption of Minutes:** from meeting of February 3, 2003. The motion for adoption was made by Susan Steiner Bolhouse and seconded by Richard Milliman. The motion carried.

**IV. Treasurer's Report:** Treasurer Richard Milliman reported on the budget, noting the balance of over \$200,000 and the expenditures.

**V. Presentation by Sandy Parrish:** Ms. Parrish, representing Monaghan Associates, addressed the Board. She noted her background as a Cascade Township Trustee, five years with Monaghan and as a former Director of Hospice in Grand Rapids. She mentioned various projects they had worked on, including other libraries and the St. Vincent Home and McDonald House in Lansing. She explained how they would do a feasibility study and how they approach prospective donors. Ms. Parrish noted that different projects require different approaches, such as emphasizing education for a maritime museum. She stated that certain times of the year are best for approaching donors, such as April through June and September to Thanksgiving. Ms. Parrish said that the cost for a feasibility study by their firm would be \$16,000. She also mentioned that a planning generally takes from two to four months, with the entire campaign taking twelve to fifteen months. Another thing she mentioned was that the Lansing area presents a challenge for raising funds. Following the presentation there were questions and a discussion between the Board members and Ms. Parrish.

**VI. Public Appearances:** Pat Gorski spoke on behalf of the Friends, stating that the Friends made \$1,800 from Bookstore sales the past month.

**VII. District Librarian Report:**

1. Delta Reads Project: Cherry Hamrick presented tote bags to the Trustees with the new Library logo on them. The bags contained the book, "The Wizard of Oz", and the lists of events connected to the Delta Reads project. The notice of the project with a list of events went out to residents along with their utility bills. She also mentioned that the Library has a display of "The Wizard of Oz" articles, plus a Glinda costume, and that

Barnes and Noble are selling the book at a discount. She also recently spoke at the Rotary Club and raffled off two copies. Ms. Hamrick displayed newspaper articles from the Delta Waverly Community News promoting the Delta Reads project.

2. Cherry reported on a meeting she had attended with Lansing Township officials with regard to libraries. It was mentioned that those residents in the west side portion of Lansing Township more often use Delta Library though they pay millage to CADL.

3. She also mentioned newspaper articles regarding the Library's focus on National Poetry Month, the visit by children's book characters, Maisy and Caillou, and Black History month and an exhibit on slavery that will be at the Hannah Center. Also mentioned was the Westside YMCA's Health Fair in which the Library and Friends participated.

4. Cherry gave a report on the success of the reception dedicating the Lissa K. McLean Collection on March 10. Several people attended, including Senator Patricia Birkholz, Township Manager Richard Watkins, Delta Township Trustees and members of the McLean family. The event received coverage by both the State Journal and the Delta Waverly Community News and Cherry was interviewed by Channel 47. The Library has received memorial donations of \$5,847.00 in addition to the original \$3,000.

5. Cherry talked about her visit to the Vancouver Library, exhibiting photos and other materials, and about the Spring Institute conference to be held at the Sheraton in Lansing on April 29 for which Delta District Library has been asked to host a reception at the Library. She also mentioned the action figure project and that the new counter has indicated that the number of Library visitors has increased by 1,000 each month and that circulation has increased also.

**VIII. Other Business:** Chairman Moore read a resolution from Eaton County denoting "Month of the Young Child". The motion for adoption was made by Susan Steiner Bolhouse and seconded by Richard Milliman. The motion carried.

Chairman Moore also mentioned a training session for members of Michigan Library Association in Ann Arbor May 7, from 8:30 to 4:15, for those interested in attending.

Cherry Hamrick brought up a problem with regard to children being dropped off at the Library and not picked up by the time the Library closes, thus requiring a staff person to stay until the parent arrives. She passed around copies of the guidelines and policy and a discussion was held. A suggestion was made to give parents a copy of the policy when they arrive. It was decided to look at the policies of other libraries and discuss this problem again at a future meeting.

Marie Papciak reported on a visit she had made to the Clinton Macomb Library near Utica, mentioning that they have a gift shop, self checkout of books, and a conveyor belt for returned articles that reads a bar code and sorts items.

Chairman Moore asked the Board members for their observations of the three fundraising groups who have made presentations: Breton, Castle and Monaghan. After some discussion, he asked Marie Papciak and Judy Mulvaney to do a comparison grid of the three groups.

Senate Bill 587 was brought up. This bill amends the tax law to exempt sales tax on the sale of books when the proceeds go to the Libraries. The bill is in the Senate Committee on Finance. Also mentioned was House Bill 5433 pertaining to elections of Trustees.

**IX. Adjournment:** The meeting adjourned at 9:05 p.m.

Minutes respectfully submitted by Joanne Grow and Marie Papciak.